



# APPALACHIAN RENAISSANCE FAIRE

## VENDOR HANDBOOK

WITH INFORMATION AND REGULATIONS

PLEASE READ THESE MATERIALS CLOSELY  
BEFORE SUBMITTING YOUR FESTIVAL  
REGISTRATION

*Thank You*

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## *General and Contact Information*

**Mailing Address:** Appalachian Renaissance Faire  
C/O Sunny Tanner  
P.O. Box 507  
Bluff City, TN 37618

**Website:** [www.appalachianrenfaire.com](http://www.appalachianrenfaire.com)

**Email Address:** [apprenfaire@gmail.com](mailto:apprenfaire@gmail.com) or [sunnytanner54@outlook.com](mailto:sunnytanner54@outlook.com)

**Vendor Coordinator** Sunny Tanner  
Phone: (423) 557-8945 (4pm – 9pm only Mon – Fri or all day Saturday)

### **Faire Hours**

Our hours will be 10:00am to 7:00pm. The term Vendor shall mean the person or company that submitted the registration for participation in the event and the privilege is granted. The term Chair is the person overseeing the event committee.

It is the responsibility of the person submitting the registration and being accepted as Vendor to read, comply with the rules, regulations and requirements as set forth here.

## *Definition of Vendor*

### **Artisan**

Vendor who demonstrates a particular craft to the public i.e. blacksmithing, basket weaving, stone carving, etc. as well as selling their crafted wares.

### **Trade**

Vendor who only sells to the public items they have crafted or purchased wholesale to then being sold otherwise.

### **Food**

Vendor who is only selling items of food and/or drink.

## *Rules and Regulations*

We are a "Leave no trace" production; all campfires within faire area must follow this guideline. A pit must be dug keeping the top grass intact to be replaced at the end of the event. Fires must be attended at all times by adults. Trees and branches CAN NOT be cut from available foliage, requests for firewood must be placed BEFORE the event begins when registration and money is sent in.

Vendors will receive a copy of the Vendor Handbook, and will be responsible for knowing and following all faire guidelines. Acceptance and participation this year does not guarantee a space in future events.

If the vendor does not fulfill their obligations to ARF or does not operate their booth in a reasonable and prudent manner at any faire or event, as determined solely by ARF Staff managing that faire or event, the vendor or objectionable worker(s) will be removed without refund and may be prohibited from participation in future events.

Vendors will operate as independent contractors and sell only those types of items listed in their prospectus (unless cleared in writing with the President and/or Vendor Coordinator prior to event). Vendor will be responsible for collection and payment of all taxes. The faire and ARF will not be held responsible for taxes or other regulatory obligations.

Vendors are expected to operate during the posted operating hours. Opening late or closing early does a disservice to the public who patronize our events.

Vendors must have an appropriate disguised tent, truck (food vendors), and personal "Renaissance faire" clothing during the entire faire operations. Should the clothing (costume) have a need of a bladed weapon or a period firearm it **MUST** be Peace Tied.

All vendors are to be packed up and out of faire area no later than noon the day after the faire has ended. Should the need arise of leaving Sunday it must be after hours of public operation unless arrangements have been made with the Field Marshall and Vendor Coordinator.

Neither the Appalachian Renaissance Faire, its Board, nor faire staff are responsible for any accidents, loss, theft, breakage, or defective goods as a result of the actions or negligence of vendors or patrons.

## *Required Documents and Supplies*

1. Registration Form completely filled out
2. Vendor Prospectus -- a brochure or summary of the products offered accompanied by photos and a list of other festivals attended if applicable
3. Receipt payment for booth and overnight camping space (where applicable)
4. Food Vendors must have health regulation documentations
5. If vendor needs tent, tables, chairs, etc. they are to bring their own. They are not to remove chairs, tables, tents, etc., from other areas, such as the Entertainment or food areas, for their booth.
6. All tents/booths should be decorated period and vendor workers must be garbed in period cloth

## *Selection Criteria and Processing*

1. The Registration Form must be completed in full and returned to ARF address along with: a Vendor Prospectus (see above) before registration deadline. If ARF Board accepts the registration and prospectus, you will be notified and a check, money order, or cashier's check made out to Appalachian Renaissance Faire; and information about modern camping or other special needs must be received before the July 31st deadline. NOTE: Sites are 1st come, 1st serve. You are not guaranteed a site until money is received.
2. The majority of items to be sold should be of a nature keeping in aspect with the event theme. Hand crafted items by vendors is encouraged, but wholesale items may be approved by the Board if acceptable.
3. Priority will be given to vendors who have previously supported our events, have unique products, and whose reputation for professionalism precedes them. No vendor is guaranteed placement even if they have participated in previous events hosted by ARF.
4. ARF Executive Board selects the vendors which are allowed to participate at our events. Some vendors may not be chosen because other vendors offer similar wares and there is an excessive amount of those commodities.

## *Booth Specifications and Locations*

10'x10' Space \$80

10'x20' Space \$160

Additional charge to Food Vendors include-water/electricity \$25

Camping (where applicable) \$30/night

\$38/camper w/hook up (where applicable – limited availability)

Reenactment camping (where applicable) \$18/night

A vendor may request a double booth (two adjacent booths) upon availability. Each booth will be charged at full price -- there is no quantity discount. ARF reserves the right to grant or deny any requests for additional booths.

The Field Marshall and Vendor Coordinator will designate the location to be occupied under the terms of the agreement. The faire DOES NOT provide tables, chairs, draping, tarps, lead cords, etc. for vendors.

The Appalachian Renaissance Faire website will contain a map of the faire grounds. This is to provide a *general idea* of the scope of the grounds and *general placement* of stages and vending areas. The layout and placement of key areas of the faire will be determined in the course of production and planning with changes possible right up to the date of the event.

Vendors will conduct business only within the confines of their allotted vendor space. Vendors may not conduct business in the walkways or set up or place any merchandise in the walkways adjacent booths.

Booth space is first come first serve. ARF does not offer reserved spaces. The Board will make every effort to not place similar vendors in adjacent spaces.

Each Vendor will receive two (2) vendor passes, regardless of how many booths were reserved, to be used strictly by designated representative or staff of the booth and cannot be transferred to guests, family, etc. unless they are working within the booth. Additional passes will be available for purchase if needed. Vendor pass must be worn at all times while at the faire. Each vendor is expected to be available during all hours that the Faire is open to the public.

After load-in/set-up, no vehicles can be used on site by vendors during the faire and all vehicles **must** be removed from the faire area by 9:00am before the faire starts (unless arrangements have been previously made with the President, Vendor Coordinator, **and** Field Marshall -- all three). No one is permitted to park in the faire area and must park in the designated parking areas. Anyone parking in an unauthorized area is subject to be towed.

## *Electricity, Payment and Other Services*

### **Electricity**

As there is no electricity available, you will be given the option to bring a "quiet/noiseless" generator, do without electricity or be given the opportunity to decline being part of the faire. ARF reserves the right to accept or decline any vendor for any reason or not meeting the standards and specifications.

### **Payment**

Payment must be received by deadline in the form of a money order, or cashier's check made out to Appalachian Renaissance Faire. Registration fees are non-refundable except under special circumstances and the space is rentable to another vendor prior to faire. If there is any problem with any payment, the vendor will not be allowed to set up for that faire until those issues are corrected. Anyone wishing to become a vendor, but who did not reserve a space by the deadline, may be permitted to do so if space is available and full payments are received. All vendors will be required to meet ARF Board guidelines.

## *Signs, Staffing, Trash*

Signs must be tasteful and displayed in a manner that does not interfere with access to other vendors. Signs may not interfere with walking areas of the festival and must in accordance with sales of the booth. Banner must be approved before use.

Vendors will receive two (2) passes for staff at their booths, any additional passes needed must be purchased. Vendors will be responsible for the conduct of their workers, and the security of their receipts and wares during any ARF event.

### **TRASH**

All vendors must provide trash bags for their own trash, which must be disposed of at designated trash areas to be picked up cleaning crew or placed in designated trash barrels provided by the event host. Vendors will be responsible for the proper disposal of their own hazardous waste.

## *Smoking, Behavior, Dress, and Children*

No smoking is allowed in the immediate faire areas, including booths. Smoking areas will be designated as appropriate and in accordance with applicable laws, regulations, and safety considerations.

Vendors and their staff will conduct themselves in a professional manner while operating their booths. Such behavior includes appropriate dress, fair and honest business practices, common courtesy and respect for customers, event staff and other vendors.

In an effort to make the events more interesting and inviting, we ask all vendors, staff and employees to dress in costume, modest dress, or festive attire and to decorate their booths in a style fitting the theme of the event. ALL weapons must be Peace Tied! If there are any questions involving them, Security can be consulted. Parents will be responsible for the actions, including damages, of their children.

## *Pets*

Service Animals are the only animal allowed within the faire grounds unless it is an animal that is part of the entertainment venue or vendor specified for animals i.e. Animal Shelters. Service animals must have their appropriate paperwork, identification, and leads at all times with the faire area. It will be the responsibility of the pet owner to make sure all waste products (bowel only) from the pet are cleaned up immediately whereby no remains are left to step in causing safety issues.

### *Set up, Parking, Tear Down*

Booths must be set up and ready for operation **by 9 am** the day of the event. After load-in/set-up, no vehicles can be used on site by vendors (unless arrangements have been previously made with the President, Vendor Coordinator, and Field Marshall -- all three) during the faire all vehicles must be removed from faire area by 9:00 am before the faire starts. Parking area is provided and no vehicles will be permitted to park in faire area with the exception of ARF Board & Staff or special cars with parking pass (reserved for handicap and such).

Vehicle access to sites will be coordinated by the Field Marshall and Vendor Coordinator. All vehicles must be out of the way of foot traffic 1 hour before the event opens at 10:00 am. Parking areas will be designated at each site. Vendors will not park their vehicles in any way that blocks traffic into the site. Cars still in faire area after 9:00 am are subject to tickets or towing.

All vendors are to be packed up and out of faire area by no later than 2 hours after any faire ends unless arrangements have been made with the Field Marshall and Vendor Coordinator (both). Vehicles will not be permitted into the festival area until one hour after the event has closed. Vendors should be especially alert for pedestrians during tear down and load out.

### *Accommodations*

While the faire is not responsible for securing accommodations, information is available on the website to help you make your own reservations.

A campsite is available for tents but space is limited and there is a charge for camping. Reservations and money must be sent in before the event starts.

Tent sites may hold up to two (2) tents in them of approximate 10 X 10 size or one 10 X 20. Tent spaces allow for noiseless generators only. Should there be desire to camp within the vendor site as Reenactment Camping on faire grounds it must be canvas and period correct in the realms of our timeline. NO modern sleeping tents are allowed in the faire area grounds. Fire pits must be above ground within braziers or within the picnic grills which are stationary.

### *Exclusivity*

To maintain fairness and encourage a wide range of participation, ARF will not guarantee exclusivity to any vendor of any kind for any merchandise at any venue sponsored by ARF.